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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

**TITLE: CITY HISTORIC PRESERVATION OFFICER
(NON-CLASSIFIED)**

DEFINITION

Under general direction, to perform professional and technical work in cultural resources planning and preservation; and to do related work as required.

REPORTS TO: Planning Director (Note: This non-classified position is appointed by the City Manager).

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and exempt from classified service and serve at the pleasure of the Planning Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Director. Exercises general supervision over professional, para-professional, technical, and administrative support staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develop and implement work, objectives, policies and procedures.
- Plan, lay out, direct, coordinate, and review the work of professional and technical employees in data collection, analyses, resources identification and designation, public education, and implementation of a wide variety of cultural resources and activities.
- Initiate cultural resources development projects utilizing redevelopment, economic development, and housing and neighborhood conservation tools and resources.
- Coordinate with appropriate staff to ensure that cultural resources are effectively addressed in the environmental review of planning and development proposals.
- Perform the most complex and sensitive cultural resources planning work.
- Supervise, coordinate, and participate in the staff support work for one or more boards or commissions on issues related to the preservation of cultural resources; research and prepare reports; conduct public information meetings and hearings regarding the designation of Historic Districts and Landmarks.
- Represent the City at public meetings and present cultural resources matters to the City Council, various City boards, commissions, and citizen committees.
- Coordinate cultural resources activities with other City departments, divisions, and with outside agencies.
- Apply for and administer various federal and state planning and cultural resources grant programs; prepare annual reports; develop requests for proposals; supervise outside consultants.
- Prepare and recommend amendments to City ordinances; policies, and procedures affecting cultural resources.
- Assist in budget preparation and administration.

- Supervise, train, and evaluate professional, para-professional, technical, and administrative support staff.

QUALIFICATIONS

Knowledge of:

- California Community Redevelopment Law; federal, state, and local laws and regulations pertaining to historic preservation.
- Theory, principles, and practices of governmental land use planning.
- City organization, operations, policies, and objectives.
- Current trends in federal, state, and local redevelopment funding.
- Research and report preparation methods.
- Principles and practices of organization, administration, budget, and personnel management.
- Economics of real estate development and urban redevelopment.
- Personal computer operation and software applications.

Ability to:

- Plan, develop, manage, and promote a sound historic preservation program.
- Present ideas and concepts effectively and persuasively in speaking before large and small groups.
- Communicate effectively in written reports and correspondence.
- Establish and maintain effective working relationships.
- Interpret, apply, and explain laws, codes, policies, and procedures.
- Analyze situations accurately and adopt effective courses of action.
- Supervise, train, and evaluate professional, para-professional, technical, and administrative support staff.
- Operate a personal computer and relevant software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in historic preservation, public administration, architectural history, urban design, planning, real estate, finance, or a related field considered to be useful in City planning. A Master's degree in cultural resource management, planning, or a related field is highly desirable.

Experience: Five years of professional experience in the field of urban planning, real estate development, historic preservation, architecture, redevelopment, or a related field considered useful in City planning. Experience must include one year in the management of historic rehabilitation projects or adaptive reuse of historic structures and two years in a supervisory capacity. A Master's degree may substitute for one year of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: City Historic Preservation Officer (Non-Classified)

TO: